

Minutes of a meeting of the Asset Management Forum held at Knowle, Sidmouth on 14 June 2018

Attendance list at end of document

The meeting started at 9.30am and ended at 11.30am.

***1 Public speaking**

There were no public speakers at the meeting.

***2 Report of previous meeting**

The report of the previous meeting held on 8 March 2018 was confirmed as a true record.

***3 Declarations**

Councillor Geoff Pook: Minute *5 - personal interest – Member of Beer Parish Council

***4 Role of Asset Management Forum**

Tim Child, Senior Manager - Property & Estates, reported on the way forward and role of the Asset Management Forum. He emphasised the need to centralise asset intelligence and strategically manage the portfolio as a whole. The Property & Estates Service would have responsibility for all EDDC non-dwelling assets along with providing advisory support for HRA dwellings. It would hold the financial and property record data for all council property assets excluding HRA dwellings and be responsible for making strategic property decisions.

Service Departments would record service costs where they included the use of an asset to pass onto the Property & Estates Service (PES) to record the true asset cost and service cost. The Asset Management Portfolio through the Portfolio Holder would be responsible for reporting to Council the action and performance of the PES.

It was noted that there was the need to populate the Asset Register with additional meaningful, key information and there would be an indicative timetable of delivery for this at the next meeting. It should be borne in mind that some of this information may be confidential and whilst the system itself would be accessible only to Officers. It would enable reporting which would be to a wider audience. A Performance Dashboard would be a useful tool in reporting not only on the performance of the portfolio by extracting data directly from the Asset Register but also on other activities by PES and would be presented to future AMF meetings. Forum members were informed that for future meetings a short briefing note would be provided alongside full reports for some specific items.

It was acknowledged that the lack of available data had been challenging, despite the attempts to draw this together and put it in one place along with challenges around reporting on that data. Tim Child, Senior Manager - Property & Estates, reported that a demo on Uniform, the IT system used by the PES, would be made at the meeting on 6 September.

RESOLVED that Tim Child, Senior Manager - Property & Estates, prepare a report for consideration by Cabinet in September/October on Asset Management in the Council and the importance of centralising asset intelligence to strategically manage the portfolio. The draft to be discussed at the 6 September meeting of the Forum,

***5 Beer Pilot and interim arrangement**

Since the last update to the Forum on work preparing the pilot scheme, interim arrangements had been in place from 1 April 2018 and had been working well, A site meeting had been held with legal services, the Deputy Chief Executive and Cllr Pook to look at all sites in Beer. There were some challenges especially around the beach and cliffs. A project plan would be put to Cllr Pook.

***6 Asset Ownership, mapping and visualisation**

An update was provided on asset data and mapping. The PES were working with Strata on ensuring key information within Uniform could be reported on. Strata had also developed an interface, whereby using emap, basic information from Uniform, IPF and Leader systems could be viewed. The Council had also incorporated its mapping data into EPims ensuring that mapping data could be seen by other Councils and in turn, we could see some of their information. This will help strengthen the synergy and general visibility of publicly owned assets in the district.

***7 Seaton Workshops update**

Colin Whitehead, Principal Estates Surveyor, reported that the re-tendering exercise for the two sites – Colyford Road and Fosseway Park had been dealt with separately. There had been 73 expressions of interest in total, including some from major south west construction firms. He was looking for a final outcome to the tendering process at the end of July, with construction to start in October assuming satisfactory tenders and overall viability. It was emphasised that the design had been simplified to reduce costs and it was anticipated that the tender prices would be lower to reflect this more appropriate specification. Part of the process included firm's financial stability and previous experience. A more detailed report would be given at the September meeting when tender costs were known. It was confirmed that the Council maintained a register of people interested in these industrial units.

***8 Commercial Property Investment Framework**

The Forum were updated on the current position on the Commercial Property Investment Framework. This was a portfolio of commercial property to be purchased to generate an annual income of £450,000 by investing £20,000,000 of funds, most likely secured through the Public Works Board. Tim Child, Senior Manager - Property & Estates confirmed that he had drafted a draft Property Investment Framework incorporating scoring matrices and that this would be presented to the Forum on 6 September before being taken to Cabinet and Full Council.

Details were given of a prominent commercial property that maybe available shortly in Exmouth as an investment opportunity.

***9 Performance Dashboard**

The Forum were updated on the current position with the Performance Dashboard, which it was hoped would provide information specifically to the Forum regarding performance of the Asset Management portfolio. It will be presented on a single page and would involve extracting data from various Council systems. The first Performance Dashboard would be presented at the next meeting and include – statistics, key risks, successes and key activities of the portfolio. As the availability of data improved this dashboard would be developed further.

***10 Seaton Look-Out Building**

The Forum were updated by Adrian Priest, Estates Surveyor, on the current position with the Seaton Look-Out building which was situated on the cliffs at Seaton. A decision had

been taken by Cabinet in 2015 to dispose of the building and Street Scene were keen to no longer have responsibility for maintenance. The asset will be disposed of at auction.

11 Newton Poppleford Public Conveniences

The Forum were updated on the current position with regard to Newton Poppleford Public Conveniences which had been leased to the Parish Council and who now wished to take them over on a more permanent basis in order to provide sufficient security to carry out a refurbishment programme. Members expressed their support for the Parish Council operating the Public Conveniences, which were extensively used by the public of Newton Poppleford. Although the Parish Council had expressed a preference for freehold transfer of asset, it was thought in this instance that a long-term lease with break provisions would be more appropriate.

RECOMMENDED that a long term lease of Newton Poppleford Public Conveniences be granted to Newton Poppleford Parish Council and this matter be dealt with as quickly as possible. This would then provide sufficient security for the Parish Council to invest.

Attendance list (present for all or part of the meeting):

Councillors:

Dean Barrow
Iain Chubb
Paul Diviani
Geoff Pook (Chairman)
Ian Thomas

Also Present:

Simon Grundy
Mike Howe
Bill Nash
Val Ranger
Marianne Rixson

Apologies:

Andrew Moulding
Philip Skinner
Pauline Stott
Tom Wright

Officers present:

Richard Cohen, Deputy Chief Executive
Tim Child, Senior Manager - Property and Estates
Colin Whitehead, Principal Building Surveyor
Rob Harrison, Principal Estates Surveyor
Adrian Priest, Estates Surveyor
Chris Lane, Democratic Services Officer

Apologies:

John Golding, Strategic Lead – Housing & Environment
Andrew Hancock, Service Lead – Street Scene
John Hudson, Accountant

Chairman

Date.....